

Finance Officer (FSO-FN)

Ref: Financial Report of Auxiliary Unit (CGAUX-23) (ANSC 7025)
Chapter 1, Appendix 1C, of this manual.
Flotilla Standing Rules, ARTICLE VIII -- Finances
Auxiliary Manual, Chapter 5
Auxiliary Web Site (<http://www.cgaux.org>).

DUTIES

- a. Exercise staff responsibility and supervision over all flotilla financial matters and keep flotilla members informed of developments in this area.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Finance Staff Officer (SO-FN).
- d. Keep complete and understandable records of all receipts, disbursements, and other financial transactions.
- e. Prepare an annual budget for review by the Budget Committee and approval of the flotilla.
- f. Render financial reports at flotilla meetings and as otherwise required and encourage prompt payment of all obligations.
- g. Under the supervision of the Flotilla Commander, you shall receive and pay out all moneys of the flotilla, from an account set up in the name of the flotilla, in accordance with the Standing Rules.

SUGGESTED ADDITIONAL FINANCE STAFF OFFICER DUTIES

GENERAL DUTIES:

- a. Promptly mail out statements as specified in the flotilla's Standing Rules and collect dues from members.
- b. Ensure prompt payment of division dues and/or any other obligations as authorized and approved by the flotilla budget, by the Flotilla Commander as permitted by the Standing Rules, or by approval voted by the flotilla.
- c. Report monthly to the Flotilla Commander and Vice Commander on activities and progress in carrying out these duties.

- d. Actively take part in the planning and execution of seminars, workshops, forums, and panel discussions.
- e. Provide data and ensure that the annual unit audit is performed and that the Financial Report of an Auxiliary Unit, CGAUX-23 (ANSC 7025), is completed and forwarded as required.